



# *Diversabilities*

*A diversity management newsletter designed to provide managers and supervisors with tangible tools, information, and resources to lead and manage a diverse workforce.*

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Office of Diversity and Employment Programs

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*“No act of kindness, no matter how small,  
is ever wasted” (Aesop)*

## **A Season Filled with Holidays and Celebrations**

Holidays, celebrations, and observances go hand-in-hand with tradition. Some traditions started long ago, while others have developed over time and are as unique as the individuals who celebrate them. Traditions once established and embraced can provide a tremendous legacy of history, ritual, comfort and joy. As well, holidays offer a reason and opportunity to bring family, friends, and the community closer together through acts of kindness, charitable gestures, gift-giving, and/or simply giving the gift of time spent together.

It seems that whatever the holiday, whether cultural, religious or spiritual—kindness, honoring, remembering and gratitude are usually at the heart of the observance. This season, whether you are celebrating a particular holiday or simply celebrating life and the beginning of a new year, remember that “no act of kindness is ever wasted,” and often the smallest gesture of kindness is the greatest gift we can give ourselves and others.

## **Religious and Cultural Holidays this Season**

- ✚ November 25—Eid Al-Fitr—Muslim holiday marking the end of the month of Ramadan, the holy month of fasting
- ✚ December 8—Bodhi Day—Buddhist holiday celebrating the day of the Buddha's enlightenment in understanding the meaning of life
- ✚ December 19 (Sundown)—Hanukkah—Jewish holiday—An eight-day festival commemorating the recapture of the Temple of Jerusalem with a daily lighting of the menorah

## **Notes of thanks**

***The power of kindness—setting the tone and the example***

***Cultivating a healthy attitude***

***If you have any questions or comments about this newsletter or any diversity management issues, please call us at 435-8524.***

- ✚ December 25—Christmas—Celebrates the birth of Jesus and is one of the most joyous days of the Christian year
- ✚ December 26—Kwanzaa—A seven-day African-American celebration based on the principles reminiscent of the African harvest festivals (unity, self-determination, self-determination, faith, etc.) to honor Americans of African ancestry

## **A Multicultural Calendar for your Office...**

To help you set a tone of inclusion and increase the diversity IQ of your staff, consider ordering and hanging a multicultural calendar in your office. The Multicultural Calendar is an award-winning calendar featuring over 550 holy days, cultural events and national days and has information about the history and significance of each of these observances. This calendar is extremely useful as an educational and management tool—for scheduling meetings as well as expanding awareness and appreciation among employees about cultural and religious events.

To order a calendar, go to [www.multiculturalcalendar.com](http://www.multiculturalcalendar.com) and demonstrate your diversity awareness as well as your commitment to promoting equity and inclusion in the workplace.

## **Sharing Traditions through Conversation and Food--Promoting Office Unity**

At your office holiday celebration or even at the next staff meeting...

- ✚ Ask your staff to share a little about their cultural/religious and/or their family traditions
- ✚ Invite people to bring in a dish unique to their culture or family—the social and pleasurable aspects of food are universal and a fun and easy way to bring people together
- ✚ Consider planning an office luncheon at a restaurant that features cuisine from different parts of the U.S. as well as different countries around the world
- ✚ Be open and inviting to other people, their food, their traditions, and generally their way of being—the gifts of respect and inclusion are priceless

## Show Thanks

In the spirit of the recent American Thanksgiving holiday, one of the best gifts to give an employee is the gift of thanks. Share a note and in a few of sentences, tell an employee why you are thankful for them. Notes of thanks are especially important when an organization is undergoing uncertainty, potential loss, and change. Letting an employee know that you are thankful for them can be a very meaningful way to remind them of their purpose and why they come to work each day.

## Acts of Kindness-- Setting the Tone and the Example

If you want your staff to treat one another and your customers well—the first step is to set a positive example by the way you treat them. Here are four steps to promoting a harmonious work environment:

- ✚ **Believe--** You wouldn't have hired them if they weren't capable—believe in them to do their job and address mistakes after they occur.
- ✚ **Share**—Give your staff the tools they need to do the job at hand and try to give them tools that make the job easier for them, rather than the tools you'd prefer if you were doing the job.
- ✚ **Help**—There's a difference between delegating and dumping—if someone on your staff is temporarily overwhelmed, redistribute the workload until they get caught up
- ✚ **Listen**—Show that you truly care by creating an environment where people are free to express themselves—and that you are truly listening to what they have to say.

*(Adapted from "Promoting Kindness in the Workplace," on the Training Systems Website)*

## This Holiday Season, Give Yourself an Important Gift

***Cultivate a mental attitude that will bring you peace and happiness...***

- ✚ Rest before you get tired
- ✚ Protect your health by relaxing at home
- ✚ Never try to get even with your adversaries

- ✚ Expect ingratitude
- ✚ Count your blessings—not your troubles
- ✚ Don't try to imitate others—be yourself
- ✚ Try to profit from your losses
- ✚ Fill your mind with thoughts of peace, courage, health and hope

*(Adapted from Dale Carnegie's "How to stop worrying and start living")*

***From all of us at ODEP, wishing you...***

***Season's Greetings, Eid Mubarak, Peaceful Bodhi Day, Happy Hanukkah, Merry Christmas, Happy Kwanzaa, and our warmest wishes for a safe and very Happy New Year!***